DUTIES AND RESPONSIBILITIES OF INDIAN FOREST SERVICE OFFICERS IN TAMIL NADU

1. Principal Chief Conservator of Forests & Head of Forest Force/ Head of Department

   Over all administrative control over the other Principal Chief Conservator of Forests and functional Additional Principal Chief Conservator of Forests, Chief Conservators of Forests, Conservator of Forests and District Forest Officers.

   • General Administration and all establishment matters of the Department.
   • Principal Advisor to Government on all matters relating to Forestry and Wildlife.
   • Implementation of Forest Policy in the State.
   • Preparation of Budget and Finance for the Department.
   • The respective units provided with the power of allocation of budget to unit offices both under non-plan and plan schemes, shall have to get the approval of the Principal Chief Conservator of Forests (Head of Forest Force / Head of Department) in deciding the physical and financial targets duly getting the programme of works approved. Any future deviation shall be with the prior approval of Principal Chief Conservator of Forests (Head of Forest Force / Head of Department).
   • Internal Audit & Accounts of all the wings of the Department.
   • Management of Forest lands, Mines, Minerals as per Forest Conservation Act.
   • Works relating to CAMPA, Finance Commission, Medicinal Plants.
   • Updating, amendment, enforcing of the Forest Act and Rules, Manuals, Codes, Tree Preservation Act, Wildlife Act and Rules and other statutory provisions of the Department.
   • Consolidation of Replies of Public Accounts Committee matters, Estimate Committee etc., by collecting replies from all the wings of the Department.
   • Advising Uniformed Staff Recruitment Committee while recruiting uniformed service staff.
   • Legal matters pertaining to Forestry and Wildlife.
   • Monitoring of different stage of Performance Appraisal Reports (PARs) of all level of IFS officers of all the wings including Principal Chief Conservator of Forests and Chief Wildlife Warden, Principal Chief Conservator of Forests (Research and Education).
   • Principal Chief Conservator of Forests (Head of Forest Force / Head of Department) is assisted in the office with respect to matters of Tamil Nadu State Biodiversity Board, Tamil Nadu State Wetland Authority, Tamil Nadu Forest Plantation Corporation, Arasu Rubber Corporation Limited, Tamil Nadu Tea Plantation Corporation, Tamil Nadu Agriculture University.
   • In the head quarters Principal Chief Conservator of Forests (Head of Forest Force / Head of Department) is assisted by Principal Chief Conservator of Forests and Chief Wildlife Warden, Principal Chief Conservator of Forests (Research and Education) Additional Principal Chief Conservator of Forests (Planning and Budgetting), (Administration), (Wildlife), (Working Plan), (Information Technology), (Protection and Vigilance), (CAMPA and Forest Settlement), (Project Tiger), (Codes and Manuals) and Chief Conservator of Forests (Planning and Budgetting), (Project Formulation) and Conservator of Forests (Human Resources Development), (Forest Extension and Publicity).
(Planning and Development).

- As a Governing Board Chairman of the Tamil Nadu Biodiversity Conservation and Greening Project (TBGP) Principal Chief Conservator of Forests (Head of Forest Force/ Head of Department) has control over the Chief Project Director, Tamil Nadu Biodiversity Conservation and Greening Project as per TBGP guidelines.

2. **Principal Chief Conservator of Forests and Chief Wild Life Warden.**

   Assisting the Principal Chief Conservator of Forests (Head of Forest Force/Head of Department) in all matters pertaining to Wildlife. Principal Chief Conservator of Forests and Chief Wildlife Warden report to Government directly on all statutory matters concerning Wildlife only and keep the Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) informed. He will report to Government through Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) on all other matters.

   - Administering the works allocated to Principal Chief Conservator of Forests and Chief Wildlife Warden by the Principal Chief Conservator of Forests (Head of Forest Force / Head of Department) by fixing up the physical and financial targets pertaining to Wildlife Wing.

   - Consolidating Replies to Audit Objections, Public Accounts Committee matters and Assurance / Estimate Committee matters in respect of Wildlife wing and forwarding to Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

   - Managing inspections of the wing under its control.

   - Managing all the Wildlife units, Sanctuaries and National Parks.


   - Implementation of Tiger project drawn and approved by Govt. of India for preserving the existing tiger population and further increase to its viable population

   - Management and co-ordination activities of 4 Tiger Reserves viz. KMTR, ATR, MTR & STR.

   - Legal matters pertaining to wildlife.

   - Wildlife Management, Protection and Development.

   - National Parks and Wildlife Sanctuaries.

   - Issue of Possession Certificate and transport permit, film shooting permits in protected areas.

   - Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department)

3. **Principal Chief Conservator of Forests, Research & Education.**

   Assisting Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) in all matters related to Forest Research and Education.

   - Administering works allocated to Additional Principal Chief Conservator of Forests & Director, Tamil Nadu Forest Academy / Chief Conservator of Forests (Research), Tamil Nadu Forest Academy.

   - Supervising the Research studies and other related activities under externally aided project.

   - Fixing of the Physical and Financial targets to Chief Conservator of Forests (Research)/ Additional Principal Chief Conservator of Forests, Tamil Nadu
Forest Academy, Coimbatore.

- Consolidating the replies to Audit objections, Public Accounts Committee matters and Assurance / Estimate Committee in respect of the Research wing and its further submission to Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).
- Managing inspections of the wing under its administrative control.
- Publication and Release of Annual Research Reports.
- Imparting training, enhancing capacity building of existing staff of Forest department.
- Legal matters pertaining to Forestry Research and Education.
- Any other works assigned by Government / Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

4. Principal Chief Conservator of Forests & Chief Project Director, TBGP.
The Chief Project Director as the Head of the project will monitor and supervise the functions of the other Project Directors and other staff working in the unit.
- Plan, implement, manage, and monitor all the activities proposed in TBGP
- Manage and monitor the budget and expenditure
- Performance appraisal of project staff
- Performance appraisal of Project Management Consultants
- Manage recruitment of contractual staff
- Act as competent Authority for Drawing and Disbursement of funds
- Appraise the Governing Body and High level Empowered Committee on the progress of the implementation of the scheme.
- Maintain communication and compliances with JICA
- Any other works assigned by the Government / Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

1. Additional Principal Chief Conservator of Forests (Administration)
Assisting Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) and also take action as per delegation of powers
- All service matters of Indian Forest Service and State Forest Service, General Service, Ministerial Service and Subordinate Service in the Department.
- Vigilance related issues pertaining to various levels of officers.
- Training of all level, disciplinary cases, appeals, reviews, memorial, Grievances, CM Cell petitions.
- Legal matters pertaining to establishment subjects.
- Performance Appraisal Report state custodian for SPARROWS for Indian Forest Service officers.
- Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

2. Additional Principal Chief Conservator of Forests & Director, Tamil Nadu Forest Academy, Coimbatore
Assist Principal Chief Conservator of Forests (Research & Education) in all matters related to Training and Education.
- Overseeing the functioning of the Tamil Nadu Forestry Training College, Vaigai Dam.
• Conducting induction training to Forest Range Officers, Foresters and Forest Guards.
• Organizing Refresher course to executives, subordinates and ministerial staff.
• Training to NGOs, JFMC, VFC / EDC Presidents and members.
• Conducting various training programmes under externally aided scheme.
• Monitoring the Physical and Financial targets.
• Consolidating the replies to Audit objections, Public Accounts Committee matters and Assurance / Estimate Committee in respect of the wings attached and its further submission to Principal Chief Conservator of Forests (Research and Education).
• Administrative inspections of the wing under its administrative control.
• Legal matters pertaining to Forestry Education.
• Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) and Principal Chief Conservator of Forests (Research and Education).

3. Additional Principal Chief Conservator of Forests (Forest Conservation Act)
Assist the Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) in
• Administering and earmarking of Territorial Circles and Divisions.
• All matters related to Forest Conservation Act.
• Preparation of Forest Conservation Act proposals
• Environmental clearance for projects.
• Road permits for research purposes - Permission to visit forest areas for study purposes/trekking, etc -
• Maintenance of wood based industries.
• Writ issues pertaining to Forest Conservation Act.
• Survey and demarcation of forest lands, C & D lands and Govt. Land (under the control of Forest Dept.)
• Correspondence relating to sanction of Estimate for Building, Road, Well and Tanks, etc.
• Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

4. Additional Principal Chief Conservator of Forests (Protection, Vigilance and Forest, Wildlife Crime Bureau)
Assist the Principal Chief Conservator of Forests (Head of Forest Force) / ((Head of Department) on protection and vigilance related issues in respect of both forestry and wildlife crimes.
• Developing intelligence network
• Purchase of Arms and ammunition.
• Management of Wireless Communication System.
• Monitoring and Evaluation of Forest and Wildlife Crimes
• Vigilance enquiries
• Conducting enquiries on allegation petitions received from the State Govt, CM Cell and directly from the public.
• Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).
5. **Additional Principal Chief Conservator of Forests (Planning & Budgeting)**  
Assist Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) in all matters related to Planning and Budgeting  
- All Plan Schemes (except Wildlife and Schemes monitored by other wings)  
- All Budget related activities of the department viz. Budget, Performance Budget, LOC, Surrender, Assurance Committee, Appropriation accounts, etc.  
- Overseeing preparation of project proposals/ sending proposals to funding agencies for getting funds from State and Central Schemes, Tamil Nadu State Planning Commission etc.  
- Implementation and monitoring of various State/Central and shared schemes.  
- Replies to Audit Objections, Public Accounts Committee matters, Assurance / Estimate Committee etc., and further submission to Principal Chief Conservator of Forests (Head of Forest Force)/ (Head of Department)  
- Compiling and submission of plan progress reports. She/ he is assisted in the Head Quarters by Chief Conservator of Forests (Planning and Development).  
- Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

6. **Additional Principal Chief Conservator of Forests (Project Formulation, Monitoring and Evaluation) (Special Secretary to Government Environment and Forest Department, Chennai)**  
Assist Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) in all matters related to  
- Formulation of new schemes including five year plan schemes and externally aided projects.  
- Monitoring of works under National Forestry Action Programme (NFAP) & Bamboo Mission.  
- Monitoring of Massive Tree Planting programme and Greening of urban areas.  
- Monitoring of Tribal sub-plan and Special Component Plan  
- Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

7. **Additional Principal Chief Conservator of Forests (Social Forestry & Extension)**  
Assist Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) in  
- Implementation of Social Forestry, Urban Forestry, Tree Cultivation in Private Lands (TCPL), Wasteland Development Programmes and Trees Outside Forests (TOFs) Programme.  
- Disposal of Farm Forestry / Social Forestry plantations.  
- Lease matter / area transfer to Social Forestry Plantations  
- Sharing of Revenue to Panchayat.  
- Issue of NOC for film shooting / TCPL / Extension and publicity.  
- Maintenance of all Forestry Extension Centers (FECs) and coordination of all activities of FECs.  
- Coordination with Tamil Nadu Agricultural University / Forest College and Research Institute in respect of Agro-forestry activities.
• Establishment of Tree / Medicinal plant grower societies / Associations and establishment of State level Federation / Association and its activities.
• Greening India programme and related correspondences.
• Maintenance and development of Library.
• Maintenance and Purchase of Motor vehicles.
• Correspondence in respect of all Office inspections.
• Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

8. **Additional Principal Chief Conservator of Forests (Wildlife)**

   Assist Principal Chief Conservator of Forests and Chief Wildlife Warden in
   • Discharge of statutory functions under Wildlife (Protection) Act, 1972
   • Advising State Government and Principal Chief Conservator of Forests and Chief Wildlife Warden, on matters pertaining to Protected Areas Management, Wildlife, Zoos issues and technical matters.
   • Liaise with GOI and other International organization with regard to wildlife.
   • Approve management plans of protected areas, formulate scheme related to wildlife and ensure their harmonization with other Development Schemes of Department.
   • Render Guidance and supervision in all technical matters relating to Wildlife.
   • Responsible for proper administration of all wildlife divisions for proper implementation of wildlife schemes.
   • Render Guidance and technical support for regulation of Eco-Tourism.
   • Any other subject allotted by Principal Chief Conservator of Forests & Chief Wildlife Warden and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

9. **Additional Principal Chief Conservator of Forests (Working Plan)**

   Assist Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) in
   • Preparation / revision of Working Plans
   • AG reconciliation relating to WP divisions.
   • Sustainable forest management.
   • Issued relating to Sustainable Development Goals (SDGs).
   • Deviation proposals of forest divisions.
   • AG/IAP Audit notes and its correspondence relating to Working Plan divisions.
   • Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

10. **Additional Principal Chief Conservator of Forests (Information Technology)**

    Assist Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) in
    • Application-of Geographical Information System Technology and e-governance in Forestry sector and other allied subjects.
    • Create database, generate maps, integrate information, deal with problem solving, visualize scenarios and develop various decision support systems.
    • Dealing with techniques like Remote Sensing and Global Positioning Systems.
• Natural resource assessment, survey and demarcation; developing monitoring protocols, disaster management and planning various mitigation measures using Geomatics.
• Updating and maintenance of Department website.
• Printing and maintenance of Forest Department Hand Book / Guide.
• Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

11. Additional Principal Chief Conservator of Forests (Biodiversity Conservation) & Member Secretary Bio-diversity Board
   Assist Principal Chief Conservator of Forests and Chief Wildlife Warden in
   • Protection and conservation of wildlife and its habitat.
   • To envisage the concepts of benefit sharing, traditional knowledge and intellectual property as per the Convention on Biological Diversity (CBD) 1992.
   • Providing alternative income sources in a participatory manner in order to protect biodiversity in PAs and RFs.
   • Sharing of benefits in the form of payment of royalties, joint ownership over property rights, provision of equipment, etc. and, through technology transfer, research findings, training, and profits can contribute to poverty reduction and sustainable development.
   • All matters related to State Biodiversity Board and correspondence originating under the Right to Information Act.
   • Render Guidance and supervision in all technical matters relating to biodiversity conservation.
   • Any other subject allotted by Principal Chief Conservator of Forests & Chief Wildlife Warden and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

12. Additional Principal Chief Conservator of Forests (Project Tiger)
   Assist Principal Chief Conservator of Forests and Chief Wildlife Warden to conserve tigers and its habitat by
   • Implementation of Tiger project drawn and approved by Govt. of India for preserving the existing tiger population and further increase to its viable population.
   • Implementation of key activities like tiger habitat conservation, ecological development, forest fire protection, soil moisture conservation measures, eco-tourism, human-wildlife conflict mitigation and infrastructure development.
   • Management and administrative control of 4 Tiger Reserves viz. KMTR, ATR, MTR & STR.
   • Coordinate amongst the Tiger Reserves
   • Chair the meetings of the Local Advisory Committee (LAC) constituted as per the NTCA guidelines by the State Government.
   • Any other subject allotted by Principal Chief Conservator of Forests & Chief Wildlife Warden and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

13. Chief Executive Officer, Compensatory Afforestation Fund Management and Planning Authority.
   Assist Principal Chief Conservator of Forests (Head of Forest Force) / (Head of
Department) in

- Preparation of proposals under CAMPA fund in line with CAMPA Afforestation Fund Rules.
- Scrutinizing, processing, forwarding Annual Plan of Operation (APOs) for approval of Government of India.
- Monitoring of implementation of compensatory afforestation prescribed under Forest (Conservation) Act 1980.
- All non land lease matters, fixation of fair price of Forest produce, Non Timber Forest Produce (NTFP) unit sales, Bamboo sales, grazing, etc.
- Sandalwood, Red sanders and allied matters including origin certificate, export/supply, etc
- Timber transit Rules
- Forest Settlement cases.
- Notification under section 26
- Constitution of Reserved Forests under Sec. 4 and till their notification under Sec. 16.
- Disreservation proposals under section 24
- Continuance of Forest settlement staff
- Settlement cases pending in court
- Frontier, Boundary verification - Land Acquisition - Maintenance of RF register - Assignment of Patta land and its correspondence including monitoring of Encroachment returns.
- All legal issues in respect of CAMPA & Forest Settlement cases
- Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

14. Additional Principal Chief Conservator of Forests and Director, AAZP, Vandalur, Chennai.

Assist Principal Chief Conservator of Forests and Chief Wildlife Warden in

- Housing, upkeep and veterinary care of the animals kept in the zoo.
- Evaluate and assess the functioning of zoos with respect to the standards or the norms as prescribed by the CZA.
- Identify endangered species of wild animals for purposes of captive breeding and taking necessary measures in its management.
- Co-ordinate the acquisition, exchange and loaning of animals for breeding purposes.
- Ensure maintenance of stud-books of endangered species of wild animals bred in captivity.
- Identify priorities and themes with regard to display of captive animals in the zoo.
- Co-ordinate training of zoo personnel.
- Co-ordinate research in captive breeding and educational programmes.
- Provide technical and other assistance to the zoo for its proper management and development on scientific lines.
- Any other subject allotted by Principal Chief Conservator of Forests & Chief Wildlife Warden and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).
15. Additional Principal Chief Conservator of Forests (Director Advanced Institute of Wildlife Conservation (AIWC), Vandalur, Chennai.
Assist Principal Chief Conservator of Forests and Chief Wildlife Warden in
- Establishment of Advanced Institute of Wildlife Conservation (Research, Training and Education).
- Establishment and maintenance of Centre for Reproductive Biology; Centre for Animal Care Sciences; Centre for Conservation Ecology; Centre for Conservation Education; Centre for Conservation and Evolutionary Genetics; Centre for Migratory Birds; Centre for Species Survival; and Wildlife Forensic Lab.
- To coordinate all Wildlife related Projects / research at local, state and regional levels to influence attitude, policies and practices towards the relationships between wildlife, environment and human society.
- Coordinate with other Research and Education Institutions Universities in connection with Wildlife / animal research etc.
- Any other subject allotted by Principal Chief Conservator of Forests & Chief Wildlife Warden and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

16. Additional Principal Chief Conservator of Forests (Codes and Manual)
Assist Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) in revision of Tamil Nadu Forest Department Codes and Manuals by
- Studying the entire departmental activities and suggesting suitable revision to the Codes and Manuals of Tamil Nadu Forest Department.
- Regularly updating SOPs (Standard Operating Procedures), Manual, Codes etc., relating to various issues of Forestry, Wildlife, Biodiversity, Wetlands etc., and apprising the Principal Chief Conservator of Forests (Head of Forest Force / Head of Department) regularly.
- Any other subject allotted by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

1. Chief Conservator of Forests (Planning and Development)
Assist the Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) and Additional Principal Chief Conservator of Forests (Planning and Budgeting):
- All planning subjects including Policy Note, State Development Policy Council (SDPC), citizen charter, Monthly plan progress.
- Preparation of project proposals/ sending proposals to funding agencies for getting funds from State and Central Schemes, etc.
- Implementation and monitoring of various State/Central and shared schemes.
- Replies to Audit Objections, Public Accounts Committee matters, Assurance / Estimate Committee etc., and further submission to Additional Principal Chief Conservator of Forests (Planning and Budgeting) Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).
- Compiling and submission of plan progress reports.
- Any other subject allotted by Additional Principal Chief Conservator of Forests (P&B) and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).
2. Chief Conservator of Forests (Project Formulation)

Assist Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) and Additional Principal Chief Conservator of Forests (Project Formulation, Evaluation & Monitoring)

- Formulation of new schemes including - Externally aided projects.
- Any other subject allotted by Additional Principal Chief Conservator of Forests (Planning and Budgetting) and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

3. Chief Conservator of Forests(Clean Development Mechanism (CDM)) & Project Director, (Tree Cultivation in Private Lands (TCPL)), Tamil Nadu Biodiversity Conservation and Greening Project (TBGP).

Assist Additional Principal Chief Conservator of Forests & Chief Project Director, TBGP in

- To plan and execute all the activities relating to TCPL work component in the Tamil Nadu Biodiversity Conservation and Greening Project.
- Help and guide planning of activities in District Management Unit (DMU),
- to design, conduct research activities under TCPL work components
- Maintain link with Consultants of the PMC
- Assist CPD in monitoring the work component
- Guide DMU in promoting Farmer's Interest groups (FIGs)
- Updating, Maintenance of all documentation works in respect of TCPL.
- Any other work related to project implementation assigned by CPD from time to time

4. Additional Principal Chief Conservator of Forests & Field Director, Kalakkad Mundanthurai Tiger Reserve Tirunelveli.

5. Additional Principal Chief Conservator of Forests & Field Director, Mudumalai Tiger Reserve, Udhagamandalam.


7. Chief Conservator of Forests & Field Director, Sathyamangalam Tiger Reserve, Erode.

Assist Principal Chief Conservator of Forests and Chief Wildlife Warden and Additional Principal Chief Conservator of Forests (Project Tiger) in

- Implementation of Tiger project drawn and approved by Govt. of India for preserving the existing tiger population and further increase its population
- Implementation of key activities like tiger habitat conservation, ecological development, forest fire protection, soil moisture conservation measures, ecotourism, human-wildlife conflict resolution and infrastructure development.
- Management and administrative control of Tiger Reserves.
- Coordinate amongst the Tiger Reserves.
- Any other works assigned by Principal Chief Conservator of Forests & Chief Wildlife Warden and Additional Principal Chief Conservator of Forests (Project Tiger).
8. Chief Conservator of Forests (Research), Chennai
Assist Principal Chief Conservator of Forests (Research) in all matters related to Forest Research activities.
- Administering works allocated to all Deputy Conservators of Forests under his control.
- Supervising the Research studies and other related activities conducting Research Advisory Committees and evaluation meetings.
- To take up research to support tree cultivation in private land, seed biology, medicinal plant conservation, MFP and post-harvest technology
- Monitoring the Physical and Financial targets allocated to Deputy Conservator of Forests in Research wing.
- Consolidating the replies to Audit objections, Public Accounts Committee matters and Assurance / Estimate Committee in respect of the wing and its further submission to Principal Chief Conservator of Forests (Research & Education).
- Monitoring procurement and supply of fertilizers and manure.
- Monitoring collection and supply of genetically superior seeds by DCF, Genetics for all forest divisions.
- Administrative inspections of the wing under its administrative control.
- Preparation of Annual Research Report and its publication after approval of Principal Chief Conservator of Forests (Research and Education).
- Legal matters pertaining to Forestry Research.
- Any other works assigned by Principal Chief Conservator of Forests (Research & Education) and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

9. Chief Conservator of Forests (Wildlife) and Project Director (Biodiversity) TBGP.
Assist Additional Principal Chief Conservator of Forests & CPD, (TBGP) to
- plan and monitor all the activities relating to Biodiversity conservation work component in the Project
- help and guide planning of activities in DMU
- in Capacity Development component
- design, conduct research activities under Biodiversity conservation work components
- maintain link with Consultants of the Project Management consultants (PMC)
- in monitoring the work component
- Liaising with State Biodiversity Board
- In execution of work relating to biodiversity component
- Guide and assist DMU in planning and implementation
- Facilitate the research components with PMC
- Any other work related to project implementation assigned by CPD from time to time
10. Chief Conservator of Forests (Wildlife), Chennai and Member-Secretary, Tamil Nadu Wetland Authority

Assist Principal Chief Conservator of Forests and Chief Wildlife Warden and Additional Principal Chief Conservator of Forests (Wildlife) in
- Rendering assistance in all technical matters relating to Wildlife.
- Preparation of schemes and management plans.
- Wildlife offences
- Possession certificate and transport permit, film shooting permits, etc.
- All matters related to Tamil Nadu State Wetland Authority and correspondence originating under the Right to Information Act.
- Any other subject allotted by Principal Chief Conservator of Forests & Chief Wildlife Warden and Additional Principal Chief Conservator of Forests (Wildlife).

11. Chief Conservator of Forests (Tamil Nadu Afforestation Project) and Project Director (Administration and Finance) Tamil Nadu Biodiversity Conservation and Greening Project (TBGP)

Assist the Chief Project Director Tamil Nadu Biodiversity Conservation and Greening Project
- To plan, implement, manage, and monitor all the activities related to administration and finance proposed in TBGP
- To manage and monitor the budget and expenditure
- In appraisal of performance of staff of TBGP
- In implementing the Building construction component
- Any other work related to project implementation assigned by CPD from time to time
- Manage recruitment of contractual staff as directed by CPD
- Manage the process of Annual Plan preparation
- Assist CPD in appraising Governing Body and High level Empowered Committee about the progress of the implementation
- Monitor the preparation of claim / reimbursement to JICA
- Develop detailed Procurement Plan for the Project
- Develop procurement system compatible to JICA Procurement rules and State government rules.
- Assist CPD in procurement

Territorial Additional Principal Chief Conservator of Forests / Chief Conservator of Forests / Conservators of Forests
(1) Additional Principal Chief Conservator of Forests, Madurai
(2) Additional Principal Chief Conservator of Forests, Vellore
(3) Additional Principal Chief Conservator of Forests, Coimbatore
(4) Additional Principal Chief Conservator of Forests, Dharmapuri
(5) Chief Conservator of Forests, Chennai
(6) Chief Conservator of Forests, Tirunelveli
(7) Chief Conservator of Forests, Tiruchirapalli
(8) Chief Conservator of Forests, Dindigul
(9) Conservator of Forests, Salem
(10) Conservator of Forests, Virudhunagar
(11) Conservator of Forests, Villupuram
(12) Conservator of Forests, Thanjavur

- Administrative charge of concerned Forest Circles and are responsible for their respective areas, for the general direction and supervision of all forest works, for the control of establishment, of expenditure, sales and supplies and for the general management of forests.
- Immediate subordinate to the Principal Chief Conservator of Forests / Additional Principal Chief Conservator of Forests as the case may be in all matters. They will obtain orders and instructions from the Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) Principal Chief Conservator of Forests (Chief Wildlife Warden) on professional matters such as working plans, Silvicultural operations, protection of forests and such other matters.
- Ensuring all money transactions are conducted in accordance with the rules in force.
- Ascertaining that the Deputy Conservator of Forests and other member of the controlling staff are conversant with their duties, that discipline is maintained and the forest works are properly supervised.
- Responsible for the successful implementation of the Plan Schemes within his Circle.
- Regulate the budget allotment within his Circle and exercise control over the expenditure. He will also determine the physical and financial targets and sanction the annual plan of operations and implement.
- Control the execution of sanctioned Working Plans.
- Furnishing his opinion, when sought for, to the Working Plan Officers while drawing new Working Plans for forest in his circle.
- Make tours of inspection, visiting every Division under his control as frequently as possible. During these inspection tours, he will particularly inspect important forest works, see that the several forest operations are being carried out according to plan, examine the adequacy or other wise of the protective measures and assess the work of the Deputy Conservator of Forests, Assistant Conservator of Forests and Range Forest Officers and their subordinate and the discipline and control maintained by them.
- Conducting detailed inspection once a year of each Division with particular attention on survey and settlements, Working Plans, forest boundaries, Roads and buildings, executive and protective staff, condition of the forests, protection of the forests, works of reproduction and cultural improvements, extent, condition, method of working and management in force, timber and fuel depots.
- Ensure co-ordination of Deputy Conservator of Forests with Collector in all Forestry related issues.

1. Conservator of Forests and Additional Director, Tamil Nadu Forest Academy, Coimbatore

Assist Additional Principal Chief Conservator of Forests, Tamil Nadu Forest Academy, Coimbatore in all matters related to Training and Education.

- Imparting training to the trainees of Ranger’s cadre in theory and practicals on
forestry operations dealing with forest conservation, development and management.

- To interact with the trainees on the forestry subjects and keep abreast of latest developments in the field of forests.
- To ensure that the trainees are exposed to proper physical training, games, field works etc., to develop the physical endurance of the trainees.
- Imparting training, enhancing capacity building of staff of Forest department.
- Any other works assigned by Principal Chief Conservator of Forests (Research & Education) and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

2. Conservator of Forests (Wetland), Chennai
   Assist Chief Conservator of Forests (Wildlife) & Member-Secretary, Tamil Nadu Wetland Authority in
   - All matters related to Tamil Nadu Wetland Authority and correspondence originating under the Right to Information Act.
   - Any other works assigned by Chief Conservator of Forests (Wildlife) & Member-Secretary, Tamil Nadu Wetland Authority and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

3. Conservator of Forests (WP), Tiruchirapalli
4. Conservator of Forests (WP), Vellore
5. Conservator of Forests (WP), Coimbatore
   Assist Additional Principal Chief Conservator of Forests (Working Plan) in
   - Writing and Revision of Working Plans
   - Survey and Demarcation of Forest Lands, C & D Lands and Government Land (under the control of Forest dept)
   - Survey of the forest resources and prepare maps.
   - Survey of the growing stock, enumeration of trees, determination of rate of growth and calculation of annual increment of the principal species with special reference to the soil and climatic conditions of each locality and on the basis of data so collected, regulation of yield and preparations of Working Plans for exploitation, regeneration, silvicultural treatment and protection of forests, while providing for the due exercise of the rights and privilege of the people including grazing of the cattle.
   - Careful planning of afforestation schemes and selection of suitable areas for different species form a part of the duties of the Working Plan Officers.
   - Required to conduct research in subjects allotted to them in collaboration with the Silviculturists and such other works which may be allotted to them.
   - Implementation of GIS and Forest Documentation Information System.
   - Matters connected with Sustainable Development Goals (SDGs)
   - Any other works assigned by Additional Principal Chief Conservator of Forests (Working Plan) and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

6. Conservator of Forests (Forestry Extension, Publicity), Chennai
   Assist Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) and Additional Principal Chief Conservator of Forests (Social Forestry & Extension) on
• Implementation of Social Forestry, TCPL and Wasteland Development Programmes.
• Disposal of Farm Forestry / Social Forestry plantations.
• Lease matter / area transfer to Social Forestry Plantations.
• Sharing of Revenue to Panchayat.
• Allotment of SF Units to industries.
• Issue of NOC for film shooting / TCPL / Extension and publicity.
• Maintenance of Forestry Extension Centers (FECs) and activities related to FECs.
• Greening India programme and related correspondences.
• Maintenance and development of Library.
• Correspondence in respect of all Office inspections.
• Subject relating to Arms & Ammunitions Stationery Stores, records, uniforms, telephones, motor vehicles (RTI Act &Ar, C, MV & V Sections)
• Any other subject allotted by Additional Principal Chief Conservator of Forests (Social Forestry & Extension) and Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

7. Conservator of Forests (Human Resource Development)
Assist Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department) and Additional Principal Chief Conservator of Forests (Administration) in
• IFS-SFS, TNGS, all service matters including training, disciplinary cases in respect of IFS
• All aspects of Office administration, including PCCF’s office establishment matters, transfer and postings, Establishment matters of General Service, Ministerial Service and Subordinate Service in the Department.
• All service and disciplinary matters Appeal and Memorials of all categories.
• Vigilance related issues pertaining to various levels of officers.
• Training, Grievances, CM Cell petitions of all categories.
• Temporary continuance of posts in the Department and other HRD activities.
• Pension claims of the Officers other than IFS and staff of PCCF Office / and the correspondence thereon
• All Court cases pertaining to service matters.
• Any other works assigned by Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

1. Deputy Conservator of Forests & Deputy Director, AAZP, Vandalur
Assist Additional Principal Chief Conservator of Forests, AAZP and Principal Chief Conservator of Forests and Chief Wildlife Warden in
• Housing, upkeep and veterinary care of the animals kept in the zoo.
• Evaluate and assess the functioning of zoos with respect to the standards or the norms as prescribed by the CZA.
• Identify endangered species of wild animals for purposes of captive breeding and taking necessary measures in its management.
• Co-ordinate the acquisition, exchange and loaning of animals for breeding purposes.
• Ensure maintenance of stud-books of endangered species of wild animals bred in captivity.
• Identify priorities and themes with regard to display of captive animals in the zoo.
• Co-ordinate training of zoo personnel.
• Co-ordinate research in captive breeding and educational programmes.
• Provide technical and other assistance to the zoo for its proper management and development on scientific lines.
• Any other subject allotted by Additional Principal Chief Conservator of Forests, AAZP and Principal Chief Conservator of Forests & Chief Wildlife Warden / Principal Chief Conservator of Forests (Head of Forest Force) / (Head of Department).

2. **Deputy Conservator of Forests (Budget)**
   Assist Chief Conservator of Forests (P & D) and Conservator of Forests (P&D) in
   • Functioning as DDO and tendering accounts to Accountant General (Bill & Cash Section)
   • Any other subject allotted by Additional Principal Chief Conservator of Forests (P & B)

3. **Deputy Director, ATR, Pollachi**
4. **Deputy Director, ATR, Udumalpet**
5. **Deputy Director, STR, Sathyamangalam**
6. **Deputy Director, STR, Hassanur**
7. **Deputy Director, MTR, Udhagai**
8. **Deputy Director, Project Tiger, Ambasamuduram**
   Assist the Field Directors, Project Tiger in
   • Implementing the tiger project drawn and approved by the Government of India, for preserving the existing tiger population, and further increase to its viable population.
   • Any other works assigned by Field Director and Additional Principal Chief Conservator of Forests (Project Tiger).

**Territorial Deputy Conservators of Forests & Wildlife Wardens**
9. Wildlife Warden, Sripilliputhur
10. Deputy Conservator of Forests, (Territorial), Coimbatore
11. Deputy Conservator of Forests, (Territorial), Dharmapuri
12. Deputy Conservator of Forests (Territorial) Dindigul
13. Deputy Conservator of Forests (Territorial) Erode
14. Deputy Conservator of Forests (Territorial) Gudalur
15. Wildlife Warden, Hosur
16. Deputy Conservator of Forests, Cuddalore
17. Deputy Conservator of Forests (Territorial) Kancheepuram
18. Deputy Conservator of Forests & Wildlife Warden, Kanyakumari
19. Deputy Conservator of Forests & Wildlife Warden, Kodaikanal
20. Deputy Conservator of Forests (Territorial) Madurai
21. Deputy Conservator of Forests (Territorial) Namakkal
22. Deputy Conservator of Forests, Nilgiris
23. Wildlife Warden, Megamalai Wildlife Sanctuary, Theni
24. Deputy Conservator of Forests (Territorial) Salem
25. Deputy Conservator of Forests (Territorial) Thanjavur
26. Deputy Conservator of Forests (Territorial) Theni
27. Deputy Conservator of Forests (Territorial) Thoothukudi
28. Deputy Conservator of Forests & Wildlife Warden, Tirunelveli
29. Deputy Conservator of Forests (Territorial) Tirupattur
30. Deputy Conservator of Forests (Territorial) Tiruvallur
31. Deputy Conservator of Forests, Tiruvannamalai (South)
32. Deputy Conservator of Forests (Territorial) Trichy
33. Deputy Conservator of Forests (Territorial) Vellore
34. Deputy Conservator of Forests (Territorial) Villupuram
35. Wildlife Warden, Chennai
36. Wildlife Warden, Nagai
37. Wildlife Warden, Ramanathapuram

- The Deputy Conservators of Forests (Territorial) and Wildlife Wardens will assist the respective Territorial Chief Conservators of Forests in Territorial and wildlife matters.
- The Deputy Conservators of Forests (Territorial) and Wildlife Warden is responsible for the general management of the forests situated in his division, the administration of the Division under his charge, the execution of all forest works in the Division and possess direct control over the forest establishment employed therein.
- Exercises a direct control over the forest establishment in the Division and it is his duty to see that the Executive, protective, ministerial and other forest staff in the Division maintains discipline to their duties.
- Immediate subordinate to the Conservator of Forests of the circle in all matters.
- Ensuring regeneration, improvement, exploitation and protection of forests according to sanctioned Working Plans, Working Schemes or annual plan of operations or other orders.
- Conducting sales, enter into contracts and supply timber and other forest produce to other Department and to the public.
- Realizing the revenue allotted to his Division and control the expenditure in the Division.
- Deal forest offence cases in the Division.
- Conduct inspection of all forest works and check-measure works as prescribed in the Forest Code.
- Ensure Forest and Plantation journals control books and control journals are posted up-to date.
- Make surprise inspections of the Assistant Conservator of Forests office / Forest Range Offices and verify the cash balance and record a certificate of such inspection and verifications in the cash book.
- Ensure prompt recovery of revenue outstandings of the Division. Any arrears of revenue from Revenue Department should be brought to the notice of the Chief Conservator of Forests. He is held responsible for the recovery of all outstandings.
- Regulate and control the grant of advances for works as per Forest Department Code and Account Code.
- Sanctioning of estimates or obtaining sanction of estimates of works, as the case may be, before commencement of the work.
- Check license books and accounts of each license issuing officer
- Check the stock of timber and sandalwood at Timber Depots and Sandalwood depots. A detailed list of timber and different classes of sandalwood available in the depot should be appended time to time.
- To see the rules regarding the transit of forest produce are scrupulously enforced by the subordinate executive and protection staff, that the forest check-posts
established for the purpose function properly; controlled and regulated.

- Make regular inspection of forest boundaries and take step for boundary consolidation.
- Responsible for the implementation of Joint Forest Management (JFM) / Forest Development Agency (FDA) process as per the guidelines in force and functioning of Village Forest Committees.
- Conduct annual inspection of all subordinate offices under his jurisdiction.
- Responsible for timely submission of Annual Plan of Operation to the Territorial Conservator of Forests for sanction.
- Ensuring close coordination with the District Administration in connection with Forest related issues.
- The Wildlife Wardens will perform all the functions of territorial Deputy Conservator of Forests, but as per sanctioned / approved Management Plan by the Principal Chief Conservator of Forests and Chief Wildlife Warden. Any deviation in the Management Plans to be approved by the Principal Chief Conservator of Forests and Chief Wildlife Warden.

38. Deputy Conservator of Forests (Genetics), Coimbatore
Assist Principal Chief Conservator of Forests (Research & Education) and Chief Conservator of Forests (Research) in all matters related to Forest Research.

- Administrating, execution and supervising research activity and administration of the division.
- Distribution of genetically superior seeds collected to all Forest divisions.
- Realizing the revenue and control the expenditure in the Division.
- Ensure Forest and plantation journals, plot files, etc., posted up-to-date.
- Make annual inspections of the Forest Ranger Offices as per the Tamil Nadu Forest Code.
- Regulate and control the grant of advances for works as per Tamil Nadu Forest Department Code and account Code.
- Distribution of genetically superior seeds collected to the Forest divisions.
- Any other works assigned by Principal Chief Conservator of Forests (Research & Education) and Chief Conservator of Forests (Research)

39. Deputy Conservator of Forests, (AIWC)
Assist Additional Principal Chief Conservator of Forests (AIWC) in

- Establishment of Advanced Institute of Wildlife Conservation (Research, Training and Education).
- Establishment and maintenance of Centre for Reproductive Biology; Centre for Animal Care Sciences; Centre for Conservation Ecology; Centre for Conservation Education; Centre for Conservation and Evolutionary Genetics; Centre for Migratory Birds; Centre for Species Survival; and Wildlife Forensic Lab.
- To coordinate Wildlife related projects research at local, state and regional levels to influence attitude, policies and practices towards the relationships between wildlife, environment and human society.
- Any other subject allotted by Additional Principal Chief Conservator of Forests (AIWC) and Principal Chief Conservator of Forests & Chief Wildlife Warden.

[Signature]

for Principal Chief Conservator of Forests
(Head of Forest Force)